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APPLICATION BOOKLET
LAW STUDENT PROGRAM
PART-TIME/VOLUNTEER/WORK-STUDY INTERN

UNITED STATES
DEPARTMENT OF JUSTICE

Part I of this booklet contains instructions for completing the application form for the Part-Time, Volunteer and Work-Study Intern Programs. **Please read them very carefully before you complete the application.** Part II of the booklet contains information about the law student programs and your candidacy for these programs. Part III of the booklet is the actual application, consisting of two pages. To apply, detach Part III and mail it in accordance with the directions contained in the instructions (Part I).

There are no deadlines for the Part-Time, Volunteer and Work-Study Intern Programs, and applications for these programs may be submitted at any time.

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PART I—LAW STUDENT PROGRAM APPLICATION BOOKLET

INSTRUCTIONS

The Department receives a number of Law Student Program applications each year. In order to process the applications as expeditiously and fairly as possible, we must impose certain requirements that are strictly followed. A list of those requirements and specific instructions appear below. **We request that you read each one carefully before you complete the application.**

A. PROCEDURAL REQUIREMENTS FOR COMPLETION OF THE APPLICATION

1. Incomplete applications will not be considered. A complete application consists of the following documents:
   a. An original and three copies of the application form. The application form itself consists solely of Part III (two pages) of this Law Student Program application booklet.
      (1) Your application will not be considered unless the required number of copies is submitted. (We cannot duplicate copies for you.)
      (2) If your law school career services office has exhausted its supply of original application forms, you may use duplicates.
   b. Your law school transcript (four copies).
      (1) Your application will not be considered unless the required number of copies of the transcript is submitted. (We cannot duplicate copies for you.)
      (2) An official or unofficial transcript may be submitted. If possible, please submit and attach to each of the four copies of the transcript, your school's grading system explanation. In lieu of an official or unofficial transcript from your school, you may submit your own listing of every law school course you have taken, number of credits, and grade received. **Please do not have your law school forward your transcript separately.** Of course, first-year students (if eligible) may not yet have a law school transcript and may omit this submission. (Please see the footnote, at Part II, B, of this application booklet.)
   c. Your resume (four copies).
   d. If you are applying to more than three employing offices in the "Choice of Employment" section (Part III, Side I), please submit enough copies of the application form (Part III), transcript and resume for each additional office to which you are applying.
2. Please assist us by collating and stapling the various parts of the application. Staple or otherwise attach your resume and transcript with explanation of grading, behind the original two-page application form (Part III), and each of the three copies of Part III.
3. The Law Student Program application form must be typed in its entirety (excluding check marks). **SIDE II (PART III) OF THE APPLICATION MUST BE SIGNED.**
4. We cannot "hold" an incomplete application pending submission of further information. The application form must be complete at the time it is submitted.
5. Please do **not** submit a letter of reference or continuation sheet to the application form. Answers on the application form must be limited to the space provided for each question.
6. If you are applying for a law student position in reponse to a specific vacancy announcement, please enclose a cover letter together with your application materials indicating the division or office and position for which you are applying. If the announcement requests a writing sample, please submit the number of copies indicated.
7. Public reporting burden for this collection of information is estimated to average a total of one hour per response. Although we estimate that it will take only 15-20 minutes to complete the application itself (Part III), it may take an additional 40-45 minutes to review instructions, search existing data sources, gather and maintain the data needed, and complete and review the information collected. If you have comments regarding this burden estimate or any other aspect of this information collection, including suggestions for reducing the burden, send them to: U.S. Department of Justice, Office of Attorney Personnel Management, Room 4311 Main, Pennsylvania Avenue at 10th Street, N.W., Washington, DC 20530; and to the Office of Management and Budget Paperwork Reduction Project, OMB No. 1105-0030, Washington, DC 20503.

B. LAW STUDENT PROGRAM APPLICATION SUBMISSION DATE AND ADDRESS

1. There is no deadline date (unless specifically indicated in a vacancy announcement) for the Law Student Program. Applications may be submitted at any time.

2. Return the completed application materials to:

LAW STUDENT PROGRAM
Office of Attorney Personnel Management
U.S. Department of Justice
Room 4311, Main Building
Pennsylvania Avenue at 10th Street, N.W.
Washington, DC 20530

C. RECEIPT OF LAW STUDENT PROGRAM APPLICATION

If you wish to receive acknowledgment of receipt of your application materials, please include a **stamped**, self-addressed envelope with your application. Please allow a reasonable amount of time for the return of an acknowledgment.

PART II—LAW STUDENT PROGRAM APPLICATION BOOKLET

A. AVAILABILITY OF LAW STUDENT POSITIONS

This application form is used for the Law Student Program, consisting of the Part-Time, Work-Study Intern and Volunteer Programs, for those positions located in the Washington, DC area only. Since most of the Department's attorneys (excluding the U.S. Attorneys' Offices) are located in Washington, DC, the bulk of law student positions are located in Washington, DC as well.

Although part-time, work-study intern and volunteer positions may be available outside the Washington, DC area, in organizational field offices, those offices conduct their own recruitment efforts and do not use this form. If such positions located in field offices are available, your career services office may have specific vacancy announcements and application instructions. Law students who transfer to a Washington, DC area law school for a semester or longer are encouraged to apply for law student positions, using this form.

Law student positions are most often available near the beginning of each school semester. The Office of Attorney Personnel Management will often send specific vacancy announcements for these positions to the career services offices of each of the Washington, DC area law schools. If a writing sample is requested, that will be indicated in the vacancy announcement.

Please consult the *Legal Activities* brochure (available in law school career services offices) for detailed information on the specific functions of the offices and divisions within the Department of Justice. Law student employment programs also are available in many U.S. Attorneys' Offices. Interested applicants should contact the U.S. Attorney's Office(s) in which they have an interest. Addresses for all U.S. Attorneys' Offices may be found in the *Legal Activities* brochure. The application form, which is Standard Form 171 (not this application form) will be accepted at U.S. Attorneys' Offices throughout the year.

B. QUALIFICATIONS[1]

The Part-Time, Work-Study Intern and Volunteer Programs are open to first, second and third year law students who have not yet received their J.D. degree; graduate law students are not eligible to apply. All applicants for employment at the Department of Justice are judged without regard to their race, age, sex, national origin, religion or disability.

C. PART-TIME PROGRAM

There are some paid, part-time positions available in the Department during the "regular" school year, i.e., September through May. (Paid positions for the summer months are filled through the Summer Law Intern Program.) The employment of students who are attending law school on a full-time basis may not exceed 20 hours per week. The salary for a student who has completed the second full year of law school is at the GS-7 level ($21,023 per annum or $202 per week, based on 20 hours per week employment, as of January 1991). The salary level for a student with less academic completion is at the GS-5 level ($16,973 per annum or $163 per week, based on 20 hours per week employment, as of January 1991). Please note that these salary levels are expected to remain current through December 1991, and to increase by 4.2 percent in January 1992.

[1]Please note that under the guidelines of the National Association for Law Placement (NALP), of which the Department is a member, first-semester, first-year law students may not apply to the Law Student Program prior to December 1. The Department may not contact first-semester, first-year law students before December 15.

D. WORK-STUDY INTERN PROGRAM

These positions are for course credit or part of a work-study program when permitted by the intern's law school. Students should contact their law school for specific intern or work-study requirements prior to applying for such a position.

E. VOLUNTEER PROGRAM

Students who want to gain a significant work experience with the Department may apply for a position as a volunteer. These positions are without compensation. The number of hours worked in a volunteer capacity is agreed upon by the student and supervisor, but a student may not exceed 20 hours per week while attending law school full time.

F. APPOINTMENT INFORMATION

Students who are selected for Law Student Program positions must satisfactorily complete a name and fingerprint clearance prior to their entry on duty. Please note that all persons who accept an offer of employment for paid positions may be required to pass a urinalysis test to screen for illegal drug use prior to appointment. Also, some Department employees may be subject to random drug testing. Non-U.S. citizens who are otherwise eligible for appointment may be required to meet certain criteria necessary to fulfill the Department's security requirements.

OMB No. 1105-0030

Type of Position for Which You Are Applying: _____Part-Time _____Work-Study Intern
(You may indicate one or more.) _____Volunteer

PART III—LAW STUDENT PROGRAM APPLICATION BOOKLET

UNITED STATES DEPARTMENT OF JUSTICE
LAW STUDENT PROGRAM

SIDE I

This form **must** be typed (excluding check marks) and **both sides** must be completed. Send four copies of each of the following: 1) this form; 2) resume; 3) law school transcript (except for first-year law students),* to the address on the second page of Part I.

NAME: _____
(Last, First, Middle Initial)

ADDRESS FOR REPLY:

_____

_____
(City, State) *(Zip Code)*

TELEPHONE NUMBER: Must indicate both numbers:
DAY: ( )_____
EVENING: ( ) _____

LAW SCHOOL NAME: _____
(CITY/STATE): _____

Are you a Veteran of any branch of the armed services? _____ Yes _____ No
If yes, please indicate: _____ (branch of service); _____ (yrs. of service).
You are a Veteran if you have served more than 180 consecutive days of active duty after January 31, 1955 (not counting service under an initial period of active duty for training under the "6-month" Reserve or National Guard program).

CHECK APPROPRIATE LINES:

LAW REVIEW/JOURNAL PARTICIPATION:
- Selected based on grades _____
- Writing Competition ____
- Article/Comment Published _____
- Editorial Position _____

MOOT COURT:
- Voluntary _____
- National/Regional Team _____
- Moot Court Board _____

BOOK AWARD: _____
CLIENT COUNSELING COMPETITION: _____

VOLUNTEER-LEGAL AID OR CLINICAL PROGRAM: ____
GRADUATE DEGREE (NON-LEGAL): _____
(Please indicate field of study and degree awarded.)
_____

DEPARTMENT OF JUSTICE EXPERIENCE
(including U.S. Attorneys' Offices): _____
If checked, please indicate employing organization, name of supervisor and telephone number:
_____
_____
FTS Commercial ( )

CURRENT YEAR IN SCHOOL:
_____ 1L* _____ 2L _____ 3L
J.D. expected: _____ (mo./yr.)

CHECK ONE: (NOTE: This **must** be answered.)
_____ United States Citizen
_____ Other—Please specify country of citizenship:
_____

LAW SCHOOL CLASS RANK—CHECK ONE (Estimate if no official class rank given. If your school does not approve of this practice, check "not applicable.")
____ Top 10% ____ Top 20% ____ Top 33% ____ Top 50% ____ Lower 50% ____ 1st-year student* ____ Not Applicable

CHOICE OF EMPLOYMENT: Indicate the employing office(s) you wish to have consider your application. If you select more than three organizations, please include enough copies of the application package for each additional office.

____ Antitrust Division
____ Civil Division
____ Civil Rights Division
____ Criminal Division
____ Environment & Natural Resources Division
____ Tax Division
____ Immigration & Naturalization Service
____ Executive Office for Immigration Review
____ Executive Office for United States Trustees
____ Executive Office for United States Attorneys
____ Other—Please specify:
_____

*Please note that as indicated in Part II, B, "Qualifications," of this application booklet, first-semester, first-year law students may not apply to the Law Student Program prior to December 1.

(OVER)

SIDE II

LAW SCHOOL COURSES BEING TAKEN THIS QUARTER/SEMESTER:

List all Legal Employers. You may include Professors with whom you have worked in a clinical or other volunteer program. First-year law students may include non-legal employer references.*

NAME	ORGANIZATION	TELEPHONE NO. *(include area code)*

Please indicate by checking the appropriate box(es) below how you became interested in or informed about employment with the Department. Provision of this information is voluntary. It will be utilized by the Office of Attorney Personnel Management to evaluate the Department's recruitment efforts.

____ Vacancy Announcement
____ Campus Recruitment Presentation
____ DOJ materials (*Legal Activities* brochure, Poster) available in Law School
____ Law School Publicity/Counseling
____ Law School Professors
____ Other (Please describe briefly.)_____

____ Consortium/Job Fair Participation
____ Law School Colleagues
____ Department of Justice Experience
____ NALP Form
____ NALPLine

ATTENTION—THIS STATEMENT MUST BE SIGNED

Read the following carefully before signing this statement. A false answer to any question or portion thereof in this statement may be grounds for not employing you, or for dismissing you after you begin work, and may be punishable by fine or imprisonment. All the information you give will be considered in reviewing your statement and is subject to investigation. (18 U.S.C. Sec. 1001) CERTIFICATION—I CERTIFY that all of the statements made on this form are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

Signature (sign in ink) _____ Date _____

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*Please note that as indicated in Part II, B, "Qualifications," of this application booklet, first-semester, first-year law students may not apply to the Law Student Program prior to December 1.